

*Weddings at*  
THE TECH INTERACTIVE



# VENUE PACKAGES & SPACES

Let's create an event that your guests will never forget!

## Ceremony & Reception Packages

### Intimate Affairs of 70 or less guests

Rooftop\* Ceremony & Cocktail Reception (2 hrs)

Upper Level Dinner Reception (4 hrs)

Complimentary Arch Rental + custom 22"x28" welcome sign

**\$10,000**

### Grand Affairs of 70+ guests

Rooftop\* Ceremony & Cocktail Reception (2 hrs)

Lower Level Dinner Reception (4 hrs)

Complimentary Arch Rental + custom 22"x28" welcome sign

**\$12,000**

\*Rooftop is seasonally available **May–Mid-October**. New Venture Hall will be provided as a backup in the event of inclement weather.

## Venue Spaces

### Building Buyout



112,000 Sq ft  
Seated capacity 800  
Reception capacity 2250  
**\$18,000\***

### Upper Level



19,000 Sq ft  
Seated capacity 80  
Reception capacity 250  
**\$7,500**

### Lower Level



30,000 Sq ft  
Seated capacity 350  
Reception capacity 750  
**\$9,000**

### New Venture Hall



3,500 Sq ft  
Seated capacity 270  
Reception capacity 350  
**\$7,000**

### Rooftop



2,800 Sq ft  
Seated capacity 150  
Reception capacity 200  
**\$4,500**

### Venue rental includes

- Furniture (tables & chairs) up to 200 guests
- Complimentary WiFi Access
- Operations staff including Event Venue Staff, Security, Janitorial, Engineering

### \*Buyout Notes:

- Fees are for up to the first 500 guests. Additional \$15 per person fee after 500 will apply to venue rental.
- Buyout does not include IMAX Dome Theater

# AUDIO VISUAL



Consult with our onsite AV team in advance to plan your technical needs, or schedule an in-person walkthrough to view the space. Our AV team is also able to work in conjunction with any outside AV vendor for your event.

## New Venture Hall AV Package: \$3,200

- (2) wireless handheld mics
- (1) line for computer audio
- Use of the New Venture Hall rear view projection 12' x 9'
- (1) wireless clicker
- (1) podium
- Stage/Riser: Up to (3) 6'x8' panels

## Lower Level AV Package: \$3,200

- (2) wireless handheld mics
- (1) line for computer audio
- (1) 75" monitor on stand
- (1) wireless clicker
- (1) podium
- Stage/Riser: Up to (3) 6'x8' panels

## Upper Level AV Package: \$1,500

- (2) wireless handheld mics
- (1) line for computer audio
- (1) 75" monitor on stand
- (2) 10" speakers on stands on Tech for Global Good walkway
- (1) podium

## Rooftop AV Package: \$1,500

- (2) wireless handheld mics
- (1) line for computer audio
- (2) 10" speakers on stands
- (1) 75" monitor on stand
- (1) podium

## A La Carte Items

### Labor: Onsite AV tech

- \$350 – set up and strike (included in all packages)

### Video

- \$400 – 75" monitor on stand
- \$350 – 40" confidence monitor

### Lighting

- \$1,100 - uplights, per 20 pack
- \$400 - Gobo Lighting Fixture Rental, each
- \$1,100 - 5 Gobo Fixture Rental
- \$300-\$600\* Custom Gobo orders, each

*\*Prices vary with minimum of four weeks lead time required*

### Additional items

- \$20 each – wireless clicker
- \$15 each – powerstrips
- \$60 each – flip charts and stand
- \$60 each – high stools
- \$60 each – podium
- \$200 - use of in-house PC laptop for monitor/projection
- \$600 – stationary speaker setup per floor
- \$600 – Stage/Riser: Up to (3) 6'x8' panels
- \$400 – (2) microphones

*Clients need to provide their own dongle if using a Macbook or Apple product to plug into their presentation.*

# EXCLUSIVE CATERERS LIST



## Smashing Dishes\*

5202 N. First Street  
San Jose, CA 95002  
1-408-263-4366, ext. 1  
smashingdishes.com

*\*Smashing Dishes is the exclusive alcoholic beverage provider and service for events at The Tech per the liquor license requirement. No outside caterers are allowed for alcoholic beverages.*

## Catered Too

325 Demeter St.  
East Palo Alto, CA 94303  
1-650-240-2300  
cateredtoo.com

## CP Fine Catering

475 Vandell Way, Ste. A  
Campbell, CA 95050  
1-408-781-9276  
cafeprimavera.com

## Eventwrks

1515 Oakland Blvd.  
Walnut Creek, CA 94596  
1-510-984-1340  
eventwrks.com

## Global Gourmet Catering

1030 Illinois St.  
San Francisco, CA 94107  
1-415-701-0001  
ggcatering.com

## Mezcal

25 W. Fernando St.  
San Jose, CA 95113  
1-408-806-1491  
mezcalrestaurantsj.com

## New Delhi Restaurant

160 Ellis St.  
San Francisco, CA 94102  
1-415-816-4068  
newdelhirestaurant.com/catering

## Parsley Sage Rosemary & Thyme

795 S. Second St.  
San Jose, CA 95112  
1-800-798-8388  
psrt.com

## Smashing Dishes

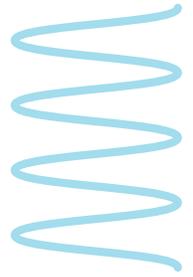
5202 N. First Street  
San Jose, CA 95002  
1-408-263-4366, ext. 1  
smashingdishes.com

## Taste

1534 Rollins Rd.  
Burlingame, CA 94010  
1-415-550-6464  
tastecatering.com



# VENDOR AND CATERER REQUIREMENTS



## General Vendor Requirements

Prior to an event at The Tech, each vendor may need to schedule a walkthrough with the Special Events Coordinator at least 30 days prior to the event date, and provide a Certificate of Liability (COI) listing The Tech Interactive as Additional Insured for a minimum of \$1,000,000 on the Event Date.

## General Caterer Requirements

To cater an event at The Tech, each caterer must: Schedule at least one staff with a current Food Safety Certificate to be responsible for and supervise catering staff and servers from load in to load out, agree to pay a required 15% catering fee (10% for exclusive caterers) of the food and non-alcoholic beverages subtotal payable to The Tech Interactive upon conclusion of the event. Note: The Tech is not accepting new preferred caterers at this time.

## Venue Access Period – Load-in, setup, and load-out times

Events in public areas – Setup in public areas may not begin until after 5 p.m. and all visitors have exited The Tech. The Event Coordinator will notify vendors when setup in public areas can begin. Staging in designated, non-public areas may begin at 3 p.m. (subject to availability).

## Transporting Items

All vendors are responsible for providing staff to transport, unload, setup, tear-down and load out items supplied by the vendor. The Tech will not be responsible to assist the vendor nor accept deliveries on the vendor's behalf.

**Deliveries and pickup must be made the same day as the event.** The Tech does not have storage areas available. Vendors may use loading dock during the venue access period to load/unload equipment, and may park on loading dock based on availability. If loading dock is unavailable, Special Events Lead will work with vendors to coordinate alternate locations.

With advanced approval of The Tech's Special Events Manager, the freight elevator is to be used to load items into New Venture Hall and to move items to the Upper and Lower Level galleries after The Tech closes. Small items only may be transported on the passenger elevator and on the escalator if able to be carried safely in one hand with one hand on the handrail at all times.

All areas of The Tech must be protected from any damage from equipment, furniture and stages.

## Food Prep and Cooking

The Tech is not equipped with a kitchen for food preparation or storage, but cooking may be done on the loading dock using the following guidelines:

- Loading dock is shared with San Jose Civic Auditorium and may be limited or restricted at any time.
- Only gas/propane BBQ is allowed, and must be placed at least 10' from the building.
- Sternos and hot boxes are permitted. Open flame is not permitted.
- Fire extinguishers for the loading dock must be provided by the caterer and have a rating of at least 2A or 10BC. Fire extinguishers for buffet stations where sterno is used will be provided by The Tech on a zone basis.
- If a tent or other structure larger than 400 square feet is used, a 5-foot clearance is required on all sides. Maximum tent size is 20' x 20'.
- Exits must be kept clear; from doors to the street there must be a minimum width equaling that of the doors in use.
- Nothing may be disposed of down the loading dock drain.
- **Tarps are required on all carpeted areas in the building where food is prepped.**

## Security

The Tech will provide two security officers for the first 500 guests and will provide one additional Tech security officer, at an additional fee, for additional guests in increments of 500. If the Client chooses to supply their own additional security, Client must notify The Tech at least 14 days prior to the Event and provide the name and contact information of the security coordinator. All security (corporate, hired, volunteer and city) will be under the direction and coordination of The Tech security team and must check in with The Tech security personnel 30 minutes prior to the arrival of guests for a mandatory orientation briefing and walk-through.

## Printed Materials

All printed materials including invitations, event tickets, press releases, banners and giveaways that include information about The Tech or use its logo must have approval from The Tech prior to printing and/or distribution.

## Smoking

The Tech is a non-smoking facility. Smoking is not permitted at any time within the building or on the roof.

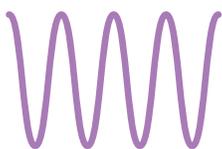
## Parking

The Tech provides a \$5 flat-rate validation for the Second and San Carlos Street parking garage at 288 S. 2nd Street, and at the Convention Center parking garage at 150 W. San Carlos Street.

In the event where San Jose Convention Center Garage requires a Special Event Flat Rate, validation will not apply.

## Insurance

A certificate of general liability insurance in the amount not less than \$1,000,000 must be provided to The Tech at least 10 days before the event. Client will indemnify and hold harmless The Tech Interactive and its agents and employees, against any and all damages, claims or other liability due to personal injury or death, or damage to property or other arising out of rental of The Tech including any claims relating to the condition of The Tech property or facilities event except if caused by willful acts or gross negligence of The Tech Interactive or its employees or agents. Client is responsible in full for any and all damages incurred during its reserved date at The Tech.



# RULES AND REGULATIONS



## Our mission

The Tech Interactive's mission is to inspire the innovator in everyone. Proceeds of events rentals support ongoing educational programs that benefit our local community.

## Availability

The Tech Interactive's public spaces, including exhibit galleries, are available for rental seven days a week from 6:30 p.m. to midnight. (Closed Thanksgiving Day and Christmas Day). Non-public areas are available for meeting or event rentals from 8 a.m. to midnight. The Tech's IMAX Dome Theater is available for rental during the day or evening.

During the hours that the Tech is open to the public, the public has the right of way and must have access to all exhibits, entryways, and exits.

## Access Period

Public Areas - Setup in public areas may not begin until after all visitors have exited The Tech. The Event Coordinator will notify vendors when setup in public areas can begin. Staging may begin in designated, non-public areas at 2 p.m. (subject to availability).

Non-public Areas - Setup in non-public areas may begin two hours prior to event start unless otherwise noted in the rental contract.

## Deposit and Payment

Rental fees are based on space(s) used. An additional fee of \$10 per person applies after the first 500 guests. Fees are based on a four-hour time period for the event. An additional \$1000 per hour is applied after first four hours. Additional charges for add-on items such as use of the IMAX Dome Theater or Tech-provided AV equipment can be paid when the final balance is due.

A deposit of 50% of the total rental fee, including venue and IMAX Dome Theater rentals, audio/video (A/V) estimated cost, and other costs must be received within 14 calendar days of invoice to secure reserved date. The remaining balance of the total rental fee is due no later than 10 calendar days prior to the event.

A final invoice for any additional charges due, if applicable, will be sent within two business days after the event and is payable within seven calendar days.



### **Cancellations**

See rental contract for cancellation policy. Cancellations received in writing 120 days prior to the scheduled date will result in a full refund of the deposit. Late cancellations received less than 120 days prior to the scheduled date will result in a forfeiture of the deposit.

### **Caterers**

Please refer to the Vendor and Caterer Requirements for further information. An exclusive caterers list is available. Caterers not on this list are required to pay a 15% fee for food services provided at The Tech.

### **Logistics**

#### **Staffing**

See rental contract for staffing policy. The Tech provides an on-site Event Coordinator, janitorial, and security for all events. The Event Coordinator will assist you with details regarding event space, logistics, music, decorations and equipment setup. Exhibit explainers will be provided for rented exhibit space only. IMAX staff will be provided if the IMAX Dome Theater is rented. Client is responsible for providing staff for check-in, coat check or additional event setup.

#### **Vendors**

Please refer to the Vendor and Caterer Requirements for further information.

Outside vendors are required to connect with The Tech's Special Events department at least 30 days prior to event date to coordinate deliveries, power needs, floor plans, loading areas, setup and pick-up requirements. The Tech does not provide staff or equipment to unload or move event equipment or supplies.

#### **Decorations**

Signage and decor may not be nailed, screwed or otherwise attached to walls, ceilings, floors, buildings, furniture or exhibits without prior approval. Banners may be hung from temporary or freestanding holders such as pipe and drape provided by the Client or Vendor.

### **Music and Entertainment**

Amplified music is permitted in The Tech. Any amplified music is subject to volume control at the discretion of the on-site Event Coordinator. Arrangements for music or entertainment, and requirements for staging, power and decor must have approval by The Tech's Special Events department.

### **Equipment**

Client and/or vendor is responsible for rental and setup of all equipment including but not limited to tables, chairs, bars, linen, stage, props, plants and dance floors. Equipment must be removed at end of the event.

### **Audio and Visual**

Some audiovisual equipment can be provided by The Tech for an additional fee. Requests for such equipment must be made at least 14 days prior to event date, and equipment rental and audiovisual technical staff is subject to availability.

### **Deliveries and Loading Dock**

Arrangements for deliveries must be made at least two weeks prior to the event date with The Tech's Special Events department. The Tech does not have available storage areas. Rental deliveries and pickup must be made the same day as the event unless previously arranged with the Special Events department. Vendors may use the loading dock during the Access Period to load/unload equipment, and may park on the loading dock based on availability.

